

**MINUTES  
LTACC  
Lyons Township Area Communications Center  
OPERATIONS BOARD MEETING**

**Chairman: Chief Renee Strasser**

La Grange Village Hall  
53 S. La Grange Rd.  
Lower Level Conference Room  
LaGrange, Il 60525

Thursday, March 10, 2016 – 10:00 am.

**1. CALL TO ORDER**

The Operations Board of LTACC regular meeting was called to order at 10:15 am by Chief Renee Strasser. On roll call, as read by E/D Knutsen, the following were:

PRESENT: Chief Renee Strasser, Chief Pat Kenny, Chief Ed Rompa, Chief Dean Maggos, with E/D Kim Knutsen presiding.

ABSENT: Chief Don Gay, Chief Pamela Church

OTHERS: Deputy Chief Phil Kubisztal, Deputy Chief Brian Budds, Deputy Chief Andy Peters

**2. INTRODUCTION OF NEWS MEDIA/GUESTS**

None

**3. PUBLIC COMMENTS**

None

**4. APPROVAL OF MINUTES**

Minutes of the Operations Board, February 25, 2016. It was moved by Chief Rompa to approve the minutes and seconded by Chief Strasser.

**5. OLD BUSINESS**

A. Project Status Updates-

1. ISP consolidation and grant application updates - Both the consolidation application and grant applications were modified on February 23<sup>rd</sup> and 26<sup>th</sup>, respectively. E/D Knutsen is currently working on the additional information needed due to these modifications. Deputy Chief Phil Kubisztal is working with the Director of WSCDC regarding the back-up PSAP

plan for LTACC. D/C Kubisztal stated he is researching utilizing the existing equipment, specifically the StarCom radios (Region 4; 4a /4b channels), in order to communicate while Telecommunicators are in route to the back-up PSAP in Western Springs.

2. Tyler technologies recap of “kick-off” meeting - On March 2<sup>nd</sup> & 3<sup>rd</sup>, Tyler Technologies (TT) Project Managers Jody Sansing and Richard Naylor introduced the CAD project to Department Representatives. Great emphasis was placed on the timelines, outside vendors and GIS data.

TT Representatives advised that if LTACC misses a timeline with an outside vendor, this could delay the project for approximately 90 days because it typically takes that long to set-up a new appointment with that outside vendor

After the GIS presentation on day two, a GIS committee was established. It consists of GIS experts: Matt Supert and Casey Biernacki (Western Springs), Alyssa Pump (LaGrange), David Martin (LaGrange Park). GIS information is the driving force behind the CAD software and the GIS Committee will be required to build several layers throughout the life of the project. They will meet again on March 15<sup>th</sup>.

E/D Knutsen stated that Police/Fire personnel assigned to data entry will require an entire week of training as will records management personnel. Every week, data entry personnel will have “homework” to complete in order to keep the project moving forward.

E/D Knutsen advised bi-monthly conference calls with the TT Project Managers are scheduled. The next one is on March 22<sup>nd</sup> and she will provide the Operations Board (OB) Members with the conference bridge if they wish to participate.

3. Fiber Updates - E/D Knutsen advised the fiber connection is not live and technicians believe it may have been cut near Burlington & Gilbert. WOW representatives are working with Western Spring’s DPW to fix the problem.
4. Dispatch Renovations/Buildout- The architectural sub-committee members met with representatives from Wold on 02/17/16. A kick-off meeting was held and discussion points included, Planning & Scheduling, Guiding Principles, Construction Phasing, Design, and Uninterrupted Operations during construction phase and vendor specific information. The next meeting is scheduled for 03/01/16. E/D Knutsen anticipates the construction options/costs will be presented to the Board of Directors at the March 15, 2016 meeting and set for Village Board(s) approval in April. Minutes were taken for the first meeting and distributed to OB members for review/questions.

## **6. NEW BUSINESS**

A. E/D Knutsen advised GIS training is necessary for GIS personnel to perform system configuration for the Tyler Technologies CAD upgrade. She requested the OB consider training for Pat Schramm and Matt Supert from Western Springs (ArcGIS) for Server: Site Configuration and Administration. It is as follows:

**Format:** Instructor-Led (On-line)  
**Duration:** 3 days (24 hours)  
**Price:** \$1,605 USD (Per Person)  
**ArcGIS Version:** 10.2, 10.3

## **7. EXPENSES**

Motion – To approve payment to Klein, Thorpe and Jenkins LTD (Mike Jurusik) for services rendered through 01/31/16 in the amount of \$415.00. Chief Strasser moved to approve the payment for services and Chief Rompa seconded. All voted in favor and the motion was approved by a voice vote.

## **8. MOTIONS**

To present the conceptual plans and cost analysis submitted by Wold Architects to the Board of Directors for consideration. No discussion. Chief Kenny moved to approve that the conceptual plans and cost analysis submitted by Wold Architects be presented to the Board of Directors for consideration. Chief Rompa seconded.

To approve GIS server, site configuration and administration training for Pat Schramm and Matt Supert in the amount of \$3,210.00. A discussion ensued. Operationally, Municipalities will be required to maintain there our GIS data and submit updates to Matt or Pat for uploading since they will obtain the knowledge to do so with this training. Chief Kenny moved to approve the training cost and Chief Maggos seconded. All voted in favor and the motion was approved by a voice vote.

## **9. OTHER BUSINESS**

None

## **10. EXECUTIVE SESSION**

None

## **11. ADDITIONAL COMMENTS**

None

## **ADJORNMENT**

At 11:00 a.m. Chief Strasser moved to adjourn, seconded by Chief Rompa. Motion approved by voice vote.

Respectfully submitted,



Chief Renee Strasser

**All Closed Sessions may be held at any time during the meeting.**

***Anyone requiring special accommodations in accordance with the American Disabilities Act is requested to contact the Executive Director, Kim Knutsen at 708-579-2333, Ext, 2245 promptly to allow time to make reasonable accommodation for those persons.***